

Part C Early Intervention/Family, Infant and Toddler Program of Vermont
Request for Administrative Complaint Investigation

To: Commissioner/Secretary

From: _____

(Name, address, phone of parent(s) or other party requesting administrative complaint investigation)

(Name, address, phone of parent(s) if another party is requesting administrative complaint investigation)

Date: _____

- I. I/We are requesting an administrative complaint investigation on behalf of
_____ (name of child).
- II. Child's town of residence _____
- III. Please describe the nature of the problem with the early intervention program and any facts relating to the problem. (please attach additional pages if necessary).

- IV. Please describe how this problem could be resolved. (please attach additional pages if necessary).

- V. Signature of party submitting request:

Return form to:

Kathy Boulanger
Part C – Early Intervention
DCF/CDD – 2 North
103 South Main Street
Waterbury, VT 05671–2901
802-241-3602 or 1-800-649-2642 (ext. 3602)

Department of Education
120 State Street
Montpelier, VT 05602
802-828-3136